

**Minutes of Everett Port Commission
Regular Meeting
February 1, 2022**

PRESENT:	David Simpson	President
	Tom Stiger	Secretary
	Lisa Lefebber	Executive Director
	Eric Russell	Chief Finance Officer
	Jordan Stephens	Port Attorney
ZOOM:	Glen Bachman	Vice President

CALL TO ORDER: Commission President David Simpson called the meeting to order at 12:00 p.m.

Commission President's Report

Commission President David Simpson recognized February as Black History Month.

Commissioner Simpson thanked CEO/Executive Director Lisa Lefebber, Government Affairs Manager Adam LeMieux and all Port staff members who guided the Port through the legislative session and asked for help with Port projects for 2022.

Commissioner Simpson asked Lefebber if she can invite Garry Clark, EASC President to a commission meeting to present SnoCODE.

Commission Discussion

Commissioner Tom Stiger congratulated Office Manager Emily Monts on her wedding over the weekend.

Commissioner Glen Bachman echoed Commissioner Simpson on thanking all Port Staff involved with legislative meetings.

Citizen Comments

There were no citizen comments.

CEO/EXECUTIVE DIRECTOR'S REPORT

CEO/Executive Director Lisa Lefebber presented to the commission draft retreat dates being March 2 and March 3 and will follow up after the meeting to make sure those dates work for them.

Lefebber asked Director of Marine Terminals Walter Seidl to show some pictures of the busy terminals from over the weekend.

Lefebber also noted that the Port is actively leasing Wine Walk location one, and is working on several others. The Port is making good leasing progress.

As for Port's partnership with LPC West, a draft Letter of Intent is expected soon that sets forth the terms of discussion.

**SEAPORT MODERNIZATION
NORTON TERMINAL**

Mill-A Update

Director of Environmental Programs Erik Gerking updated the Commission on the Mill-A Cleanup Site. Gerking presented the cleanup goals and philosophy as well as the 2022 plan for the site, as well as a brief overview on the future site use.

Pre-Load Contract Closeout

Project Manager Steve Hager presented the Norton Terminal preload & MTCA 3rd Interim Action project closeout. The project constructed a preload over approximately six acres of the Port's Norton Terminal in preparation for the larger Norton Terminal Development project. Work included removal and transport of approximately 2,300 tons of existing crushed rock used for the crane storage pad at the South Terminal to construct a haul road and installed an estimated 94,500 tons of crushed rock material for the preload as well as furnished and installed 25 settlement plates. The purpose of the preload is to exert pressure on the underlying soil to remove moisture from the soil and prepare the site for the future development. Once settlement is estimated to be complete, the crushed rock will then be repurposed throughout the site as crushed surface base course.

The contractor was SRV Construction Inc. of Anacortes, Washington with a bid of \$2,697,742.08 including Washington State Sales Tax. Substantial completion was achieved on November 9, 2021 followed by physical completion on December 5, 2021. This project was funded in part by the BUILD grant

After discussion, Commissioner Tom Stiger moved that the Commission accept Norton Terminal Preload and MTCA's 3rd Interim Action project as complete and authorize staff to close out the contract with SRV Construction Inc. in the final amount of \$2,696,805.60, including Washington State Sales Tax. Commissioner Glen Bachman seconded the motion. A vote was called for:

Vote:	3-0
Yes:	Stiger, Bachman, Simpson
No:	None
Abstained:	None

Motion carried.

WATERFRONT PLACE

Ratification of Lazy Boy Brewing Lease

CEO/Executive Director Lisa Lefeber presented a modification for the Lazy Boy Brewing Co. lease. Lazy Boy Brewing Co. is currently located in a warehouse in south Everett and wish to relocate their brewing operation and taproom into a more public-focused site. The lease includes a 10-year term, with options for additional time, includes 3,500 square feet of interior space and approximately 1,000 square feet of patio. The lease is located in a new A6 building located in Fisherman's Harbor. Rent is \$42 per square foot for the interior and \$10 for the exterior, with a 4.5% annual escalation. A6 is part of the Schuster option agreement, and the intent is that Schuster will execute their option to build this building. Once the option is exercised Schuster would assume this lease. It is expected to be open in 2023. The major changes to the lease from the Commission's last review in November includes adding 500 feet to the brewery space, delivering a turnkey space rather than gray shell and remove percent rent and increase rent escalation to 4.5 percent.

Commissioner Tom Stiger brought up parking in the south marina. Lefeber noted that there will be 300-500 visitor spots around the new wine walk buildings and the project would be designed in a way to ensure

accessibility to the docks as well as adequate marina parking with visitor parking farther back. Lefeber will also have the parking maps for the south marina updated to reflect how the wine walk buildings can be parked as staff shares the concept, hopefully at the retreat in March.

Upon discussion, Commissioner Tom Stiger moved that the Commission authorize the CEO/Executive Director to execute the lease with Lazy Boy Brewing Co., substantially as presented. Commissioner Glen Bachman seconded the motion. A vote was called for:

Vote: 3-0
Yes: Stiger, Bachman, Simpson
No: None
Abstained: None

Motion carried.

MUKILTEO WATERFRONT DEVELOPMENT

Temporary Stakeholder Committee

CEO/Executive Director Lisa Lefeber reported the Port of Everett is leading an effort, in partnership with the City of Mukilteo, to establish a unified vision for the undeveloped Mukilteo shoreline properties, including the former NOAA site that is anticipated to be transferred back to the Port. The first step is to form a diverse stakeholder workgroup that represent the varied interests and attractions at the waterfront –this group is intended to be a small group representing the broad interests of the waterfront. The study area stretches from Lighthouse Park to Edgewater Beach.

The Port has hired NBBJ, a Seattle architecture, planning and design firm, to help with this process through 2022. The first deliverable of this work will be to identify guiding principles for the redevelopment that ensure the character and community priorities be maintained through a robust public process. Once the guiding principles are approved by the Port Commission and Mukilteo City Council, these principles will be used to guide the actually planning and design process for the waterfront. Planning timeline started in January 2022 and go thru Fall 2022.

Commissioner David Simpson thanked Lefeber for presenting this opportunity and stated that outreach is very important for this project.

Commissioner Glen Bachman stated he was pleased with the outline so far and excited to see another busy waterfront.

Commissioner Tom Stiger stated it sounds like a good plan with a pretty tight timeline to accomplish all the items listed. Commissioner Stiger suggested for the temporary committee to maybe reach out to the ferry committee.

City of Mukilteo Mayor Joe Marine stated he has been working closely with Lefeber on this for some time now, it is a great idea and is looking forward to working together.

After discussion, Commissioner Glen Bachman moved that the Commission authorize the CEO/Executive Director to assemble a temporary committee to provide guiding principles for the development of the Mukilteo Waterfront. The temporary committee is authorized to meet until such time as the CEO/Executive Director or Commission has determined the temporary committee has fulfilled its mandate. Commissioner Tom Stiger seconded the motion. A vote was called for:

Vote: 3-0

Yes: Bachman, Stiger, Simpson
No: None
Abstained: None
Motion carried.

Executive Session

Commission President David Simpson recessed the meeting into Executive Session at 1:40 p.m., with a five minute break, for approximately 20 minutes – to conclude by 2:05 p.m. The purpose of the Executive Session was to discuss with legal counsel representing the agency potential litigation to which the agency is likely to become a party.

At 2:05 p.m. in open session, Port legal counsel Jordan Stephens announced that the Executive Session would be extended an additional 5 minutes – to conclude by 2:10 p.m.

At 2:10 p.m. in open session, Port legal counsel Jordan Stephens announced that the Executive Session would be extended an additional 5 minutes – to conclude by 2:15 p.m.


At 2:15 p.m. in open session, Port legal counsel Jordan Stephens announced that the Executive Session would be extended an additional 5 minutes – to conclude by 2:20 p.m.

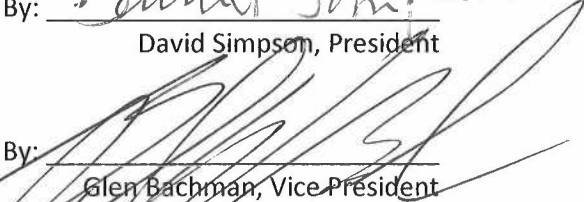
At the conclusion of the Executive Session, there was no action taken by the Commission and there were no announcements. The Regular Commission adjourned at the conclusion of the Executive Session.

THE REGULAR MEETING WAS ADJOURNED at 2:20 p.m.

APPROVED this 8th day of March, 2022.

EVERETT PORT COMMISSION

By: 
David Simpson, President

By: 
Glen Bachman, Vice President

By: 
Tom Stiger, Secretary